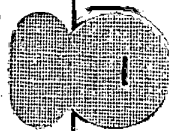


TABLE OF CONTENTS

1. Reminder of Current and Upcoming Planning Requirements for 3rd Qtr FY 88
2. Suggested topics for OL Quarterly - 3rd Qtr FY 88
3. Suggested Agenda (from topics selected by D/L)
4. Memo dtd 6 Jun 88 and memo dtd 15 Jun 88 to C/MPB/FMD/OL requesting buses
5. Memo dtd 20 Jun 88 to speakers forwarding agendas and briefing techniques
6. P&PG Req'n 241-58-88 and list of 18 graphics/slides to be made by D&PC  
P&PG Req'n 241-60-88 Photos & slides of OL Employees of Qtr  
P&PG Req'n 241-61-88 Pamphlet of OL Qtrly Awards Ceremony
7. Background material for slides not made
8. Text, etc. for graphics/slides to be made. (Narrative not used; slides only)
9. Agendas for Thursday, 28 July and Friday, 29 July
10. Invitation to OL employees to attend OL Quarterly
11. Invitations to D/OMS and C/SD/OMS to attend the OL Quarterly
12. Employees of the Quarter

STAT



## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reminder of Current and Upcoming Planning Requirements

FROM:

OL/IMSS

EXTENSION

NO.

DATE

01 June 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Paul

2.

Clayton

3.

Walt

4.

John

5.

Mike

6.

Luree

7.

Betty

8.

9.

10.

11.

12.

13.

14.

15.

The attached memo was sent out recently to the OL divisions and staffs. IMSS needs to respond to this memo as well. Please note the next due date for your milestone charts (30 June) and see if you can come up with any good topics for the Quarterly.

Paragraph one is for real. We must have your 3rd Quarter activities by 21 June firm i.e., info about the latest progress of FCS, CLAS, etc., etc., etc. We will be operating under a much tighter timeframe this time around.

Thanks,

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reminder of Current and Upcoming Planning Requirements

FROM:

EXTENSION

NO.

C/IMSS/OL

DATE

26 May 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

C/P&amp;TS/OL

2.

C/PMS/OL

3.

C/SS/OL

4.

C/ACG/OL

5.

AC/CSG/OL

6.

C/FMD/OL  
3E14 Hqs

7.

C/P&PG/OL  
158 P&P Bldg

8.

C/RECD/OL

9.

C/SD/OL

10.

11.

12.

13.

14.

15.

26 MAY 1988

MEMORANDUM FOR: Chief, Personnel & Training Staff, OL  
Chief, Procurement Management Staff, OL  
Chief, Security Staff, OL  
Acting Chief, Agency Contracts Group, OL

STAT

Chief, Facilities Management Division, OL  
Acting Chief, Printing & Photography Group, OL  
Chief, Real Estate & Construction Division, OL  
Chief, Supply Division, OL

STAT

FROM:

Chief, Information & Management Support Staff, OL

SUBJECT: Reminder of Current and Upcoming Planning Requirements

REFERENCE: FY 88 OL Planning Calendar and Planning Guide

STAT

1. The next OL Quarterly has been scheduled for 28 and 29 July 1988 in the Headquarters Auditorium [redacted] respectively. At the request of the D/L, this Quarterly and those for the future will be held much closer to the end of the quarter than in the past. This Quarterly is being held 3 weeks earlier than usual, which will significantly impact upon the amount of time we will have to prepare and coordinate presentations, and have slides made. Accordingly, please forward to IMSS by 21 June 1988 a synopsis of your 3rd-Quarter FY 88 significant activities to date, listed in the order of their importance. Pertinent statistics for the quarter must be forwarded to IMSS by 6 July. Due to the new stepped up schedule, you may need to gather statistics earlier than usual. Hopefully, this will enable us time to prepare the quarterly activities update and have slides made in time for the "Dry Run" on 15 July. Please adhere to these due dates.

STAT

2. As in the past, individual presentations in the OL Quarterly will precede the quarterly activities update. The D/L wants talks on subjects that will be educational and will help logisticians to do their jobs better. So that we can recommend other interesting and timely agenda topics for the D/L's approval, please call [redacted] no later than 10 June --earlier if possible--with suggested topics and speakers.

3. This is also to remind you that updated milestone charts, as of the end of the 3rd Quarter FY 88, for all your FY-88 Directorate- and Office-level objectives are due in IMSS by 30 June 1988. In addition, you should be prepared to brief the Director of Logistics (D/L) on all of your objectives at the first biweekly following the end of the quarter.

4. Please type at the bottom of each milestone chart a brief description of activity on the objective during the 3rd Quarter FY 88, noting those that have been completed, those that are on schedule, and those that are not on schedule, with a description of problems and proposed solutions for the latter.

STAT  
STAT

5. If you have any questions, please contact [redacted]

Thanks once again for your support.

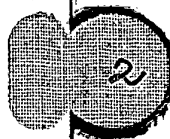
STAT

SUBJECT: Reminder of Current and Upcoming Planning Requirements

Distribution:

- 1 - Each Addressee
- 1 - O-D/L
- 1 - C/B&FB/OL
- 1 - OL/IMSS Official
- 3 - OL/IMSS (w/milestone charts)
- 1 - OL/IMSS Chrono
- 1 - OL Reader

STAT OL/IMSS  88)



## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Suggested Topics for OL Quarterly - 3rd Quarter FY 88

FROM:

OL/IMSS

EXTENSION

NO.

DATE

13 June 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/OL

2. DD/L

3. D/L

5.

6. C/IMSS/OL

7.

8.

9.

10.

11.

12.

13.

14.

15.

Please review the attached list of suggested topics for the OL Quarterly for the 3rd Quarter FY 88, which is to be held on 28 and 29 July 1988. Please let me know the topics you select, along with the names of the speakers. I'll then notify the speakers that they've been chosen to make a presentation at the Quarterly.

Attachment:  
As stated

oc/IMSS Office



## Suggested Topics for OL Quarterly - 3rd Qtr FY 88

- |      |   |                      |                   |
|------|---|----------------------|-------------------|
| STAT | 1. GSA Leased Vehicle Program   | <input type="text"/> | OL/SD             |
|      | 2. Receiving Section and Recent Actions to Reduce Backlog                 | <input type="text"/> | OL/SD             |
|      | 3. Small Purchases Branch   |                      | OL/SD/SPB         |
|      | 4. Desk-top Publishing  |                      | OL/P&PG           |
| STAT | 5. <input type="text"/>   |                      | OL/SD/LOC         |
|      | 6. A Video Tour of the New Headquarters Building                          |                      | OL/FMD            |
| STAT | 7. Co-Op Program in OL  | <input type="text"/> | OL/ACG            |
| STAT | 8. <input type="text"/>   |                      | (Recent traveler) |
|      | 9. Copier Management Program  |                      | OL/P&PG           |
|      | 10. New Technologies and Directions in Printing                           |                      | OL/P&PG           |
| STAT | 11. Removal of Asbestos from External Buildings (especially Key Building) | <input type="text"/> | OL/RECD           |

## Topic for OL Quarterly - 4th Qtr FY 88

- |      |                                       |        |
|------|---------------------------------------|--------|
| STAT | Travel Processing Branch (15 minutes) | OP/TPB |
|      | <input type="text"/> is coordinating) |        |



TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Tony	Z	6/16
2. Marie		
3. <b>THANKS MARIE</b>		
4. <b>EXCELLENT JOB.</b>		

STAT		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS** Attached is the 3rd Qtr agenda for the OL Qtrly. John Ray said to the overview of significant activities should be done with slides only and shown at the beginning and end of the Qtrly. Since no narrative, will accompany the slide presentation, the slides will have to speak for STATselves. [ ] is to give a presentation on CLAS. Since there will be six speakers (including Hank Walton), we'll have to request that they keep their talks under STATinutes each. There is a possibility that [ ] (OL/RECD) will be on TDY and therefore unable to make his presentation at this Qtrly.

**STAT** For the 4th Qtr. John wants representatives like [ ] to talk about rotational assignments. I'm not sure how this will work or how many speakers he wants to talk on this subject. We'll request additional guidance when we send the topics for the 4th Qtr to him for approval. Again, it seems to be too long.

**DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions**

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Marie	Phone No.

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Suggested Agendas for OL Quarterlies - 3rd &amp; 4th Qtrs FY 88

FROM:

OL/IMSS

EXTENSION

NO.

DATE

15 June 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/L

- NOTE -

DDA OK for 15/6

a

Attached are the suggested agendas for the OL Quarterlies for the 3rd and 4th Quarters of FY88.

2.

Emp. of 3rd presentations

For the 3rd Qtr, you selected items 2, 6, 7 and 11 from the list we forwarded to you. Additionally, you asked if [ ] would spend 5 to 10 minutes on the practical impact of CLAS packages coming online 1 Oct. We suggest incorporating this into the overview of OL significant activities for the Qtr.

4.

C/IMSS/OL

Also included is [ ] personnel highlights.

6.

The agenda as presented is about 15 minutes longer than usual and may need to be trimmed. Steve [ ] may be on TDY [ ] at the

7.

time of the Qtrly and may not be able to give the presentation on asbestos removal.

8.

For the 4th Qtr there will be an OP/TPB presentation about the Travel Processing Branch (15 minutes), a video of FY88 activities (also 15 minutes), and you suggested "Open Office Planning" (15 minutes),

9.

Automation Effort in Procurement, and Rotational

10.

Assignments in OL and outside OL (which we thought [ ] would do). Again, this agenda seems to be about 15 minutes too long and would have to be shortened.

11.

Perhaps, some of the topics could be held for the 1st Qtr FY 89 at the end of January 1989.

13.

Copies of your notes are attached. Please advise about redoing the agendas.

14.

Thanks!

15.

Agenda

OL Quarterly - 3rd Quarter FY 88

Thursday, 28 July 1988 - 10 a.m. - Headquarters Auditorium

Introduction

John M. Ray, D/L

Presentation of OL Employee of the  
Quarter Awards

R. M. Huffstutler, DDA

STAT

Receiving Section and Recent Actions  
to Reduce the Backlog

OL/SD

Co-Op Program in OL

OL/ACG

Removal of Asbestos from External  
Buildings (especially Key Building)

OL/RECD

STAT

A Video Tour of the New Headquarters  
Building

OL/FMD

Personnel Highlights

OL/P&TS

~~Overview of OL Significant Activities~~  
~~During 3rd Qtr FY 88 (including practical~~  
impact of CLAS packages coming online 1 Oct.)

OL/IMSS

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Suggested Topics for OL Quarterly - 3rd Quarter FY 88

STAT		FROM:	EXTENSION	NO.
STAT		OL/IMSS		
STAT				DATE 13 June 1988
		TO: (Officer designation, room number, and building)	DATE RECEIVED      FORWARDED	OFFICER'S INITIALS
STAT		1. EO/OL	6/13/88	✓
STAT		2. DD/L	6/13	
		3. D/L	19/6	
STAT		4.		
STAT		5.		
STAT		6. C/IMSS/OL		
STAT		7.		
		8.		
		9.		
		10.		
		11.		
		12.		
		13.		
STAT		14.		
STAT		15.		

Comments (Number each comment to show from whom to whom. Draw a line across column after each comment.)

Please review the attached list of suggested topics for the OL Quarterly for the 3rd Quarter FY 88, which is to be held on 28 and 29 July 1988. Please let me know the topics you select, along with the names of the speakers. I'll then notify the speakers that they've been chosen to make a presentation at the Quarterly.

Attachment:  
As stated

like #2, 6, 7, & 8!

UTD

He

Marie/IMSS -  
lets go with #2,  
#6, #7, + #11  
C/PTSS - and does  
have enough  
to spend 5-10 minutes on  
the practice migrant  
CHAS plays coming  
on line 10 Oct.  
✓ thanks!

*DDA will present awards*

Suggested Topics for OL Quarterly - 3rd Qtr FY 88

STAT

1. GSA Leased Vehicle Program

OL/SD

*all done*  
2. Receiving Section and Recent Actions to Reduce Backlog

OL/SD

3. Small Purchases Branch

OL/SD/SPB

4. Desk-top Publishing

OL/P&PG

STAT

5.

OL/SD/LOC

STAT

✓ 6. A Video Tour of the New Headquarters Building

OL/FMD

STAT

✓ 7. Co-Op Program in OL

OL/IT/CS/ACG/OL

STAT

8.

(Recent traveler)

STAT

9. Copier Management Program

OL/P&PG

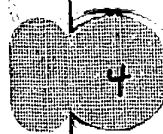
10. New Technologies and Directions in Printing

OL/P&PG

STAT

✓ 11. Removal of Asbestos from External Buildings (especially Key Building)

OL/RECD





6/22/80

STAT

Bob,

(What time?)

STAT

[Redacted]

from

STAT

Motor Pool would like for you  
to call him.

[Redacted]

Buckley

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Transportation for OL Quarterly

FROM:

EXTENSION

NO.

Planning Officer, OL/IMSS

DATE

15 June 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. C/FMD/OL  
3E14 Headquarters2. C/MPS/FMD/OL  
3E14 Headquarters

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

25X1

IMSS

Official

CONFIDENTIAL

15 June 1988

MEMORANDUM FOR: Chief, Motor Pool Section, OL/FMD

VIA: Chief, Facilities Management Division, OL

FROM: [REDACTED]  
Planning Officer, OL/IMSS

SUBJECT: Transportation for OL Quarterly [REDACTED]

REFERENCE: Memo to C/MPS/FMD/OL from AEO/OL, dated  
6 June 1988, same subject

1. The OL Quarterly for the 3rd Quarter FY 88 will take place on 28 July 1988 at Headquarters Auditorium. As requested in referent memorandum, please schedule a bus to transport approximately 35 employees [REDACTED]

[REDACTED] to the Headquarters Auditorium at 0900 on that date and to be available to return [REDACTED] at approximately 1130 hours. [REDACTED]

2. Also, please schedule a bus to transport between 20 and 30 employees from [REDACTED] to the Headquarters Auditorium at 0915 hours on 28 July 1988, with return to [REDACTED] Building at approximately 1130 hours. [REDACTED]

3. If you have any questions concerning these requests, please call me or [REDACTED]

CONFIDENTIAL

25X1 SUBJECT: Transportation for OL Quarterly

Distribution:

Orig - Adse

1 - C/FMD/OL

1 - OL Reader

☒ 1 - OL/IMSS Official

1 - OL/IMSS Chrono

25X1 OL/IMSS:  (15 Jun 88)

OL Detls File

CONFIDENTIAL

~~INTERPRETER~~

none available

6 JUN 1988

MEMORANDUM FOR: Chief, Motor Pool Section/FMD

VIA: Chief, Facilities Management Division

FROM: [redacted]  
Assistant Executive Officer

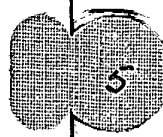
SUBJECT: Transportation for OL Quarterly [redacted]

1. The next OL Quarterly is scheduled for 28 July, and we will again require a bus to transport approximately 35 employees from [redacted] to the Headquarters Auditorium. The bus should depart [redacted] at 0900 and be available to return at approximately 1130. [redacted]

2. If you have any questions concerning this request, please contact me on extension [redacted]

I called Lowell on 6/13/88 to confirm the above and schedule a bus from [redacted] on 28 July to leave at 0915 for Hqs. Auditorium and return at around 1130. This bus would be for 20-30 people. Sent memo.

CONFIDENTIAL



## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics Quarterly - Third Quarter FY 88

FROM:

Planning Officer. OL/IMSS

EXTENSION

NO.

DATE

20 June 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

OL/SD

OL/ACG

OL/FMD  
3E14 Headquarters

DC/IMSS/OL

C/P&amp;TS/OL

OL/RECD

OL/IMSS &amp; Guide

25X1 MEMORANDUM FOR:

OL/SD

OL/ACG

OL/RECD

OL/FMD

DC/IMSS/OL

, C/P&TS/OL

25X1 FROM:

Planning Officer, OL/IMSS

SUBJECT:

Office of Logistics Quarterly  
Third Quarter FY 88

1. This is to confirm that you are a guest speaker at the next OL Quarterly. This Quarterly will take place in the Headquarters Auditorium on Thursday, 28 July 1988, at 1000 hours on Friday, 29 July 1988, at 1000 hours. Prior to the formal presentation, a dry run will take place on Friday, 15 July 1988, at 1400 hours in

2. The slides used in your presentation must be given to me or no later than one hour before the dry run to ensure that the slide projector is set up.

3. An agenda for each day and suggestions regarding briefing techniques are attached. If you need any assistance or have any questions, please call me or

25X1 Attachments  
As stated

C O N F I D E N T I A L



SUBJECT: Office of Logistics Quarterly - Third Quarter FY 88

Distribution:

- 1 - Each addressee, w/atts
- 1 - AC/ACG, w/agendas
- 1 - C/FMD, w/agendas
- 1 - AC/RECD, w/agendas
- 1 - C/SD, w/agendas
- 1 - OL Reader, w/agendas
- ~~1~~ - OL/IMSS Official, w/atts
- 1 - OL/IMSS Chrono, w/atts

25X1

OL/IMSS

(20 Jun 88)

Agenda

OL Quarterly - 3rd Quarter FY 88

Thursday, 28 July 1988 - 10 a.m. - Headquarters Auditorium

Introduction

John M. Ray, D/L

Presentation of OL Employee of the  
Quarter Awards

R. M. Huffstutler, DDA

25X1 Receiving Section and Recent Actions  
to Reduce the Backlog

OL/SD

Co-Op Program in OL

OL/ACG

Removal of Asbestos from External  
Buildings (especially Key Building)

OL/RECD

25X1 A Video Tour of the New Headquarters  
Building

OL/FMD

25X1 Practical Impact of CLAS Packages Coming  
On-line 1 October 1988

OL/IMSS

Personnel Highlights

OL/P&TS

25X1

CONFIDENTIAL

Agenda

OL Quarterly - 3rd Quarter FY 88

25X1 Friday, 29 July 1988 - 10 a.m.

Introduction

John M. Ray, D/L

25X1 Receiving Section and Recent Actions  
to Reduce the Backlog

OL/SD

Co-Op Program in OL

OL/ACG

Removal of Asbestos from External  
Buildings (especially Key Building)

OL/RECD

25X1 A Video Tour of the New Headquarters  
Building

OL/FMD

25X1 Practical Impact of CLAS Packages Coming  
On-line 1 October 1988

OL/IMSS

Personnel Highlights

OL/P&TS

25X1

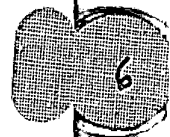
BRIEFING POINTERS for OL QUARTERLIES

1. Know your subject thoroughly.
2. Be sure your presentation is appropriate for the audience and location.
3. Use slides instead of vugraphs. Coordinate with Linda [redacted] Design & Presentations Center, P&PG, GJ4008 HQ, [redacted] early, for guidance/suggestions on your slides. Remember that P&PG must have time to work on them -- and that you'll need them for the "Dry Run" with the D/L (item 11 below).
4. Keep the slides simple. They should add to, not be, the presentation. Make sure that all are of uniform good quality in bright, contrasting colors and with large printed text. They should be horizontal pictures, not vertical.
5. If you'll use notes, have them typed double-spaced on 8 1/2- x 11-inch paper for insertion into a notebook (which IMSS will prepare and have ready for use on the speaker's stand), but DO NOT READ NOTES - MEMORIZE THEM.
6. Practice your presentation in front of a mirror. Time your talk with your visual aids. To keep to the one hour allotted, it's essential to hold your presentation to 10 minutes or less.
7. When you begin, introduce yourself and state what you'll be talking about. When you finish, introduce the next speaker ("Our next speaker will be \_\_\_\_\_" or "I'll be followed by \_\_\_\_\_," etc.)
8. Face the audience, not the slides. Glance at each slide to make sure it's the correct one and, if suitable, use a pointer. (If you plan to use the electric-beam pointer in the HQ Auditorium, practice with it beforehand. This pointer is hard to control; to keep it from dancing all over the screen, point it toward the floor when you're not actually pointing.)

STAT  
STAT

Briefing Pointers for OL Quarterlies (continued)

- STAT 9. In [ ] you'll have a remote device that you can operate yourself to change your slides (practice with this just before the "Dry Run"). In HQ Auditorium you must press hard on the button on the right-hand side of the lectern top to signal the control-booth operator to change the slides (meaning you won't have quite the same instantaneous response as [ ] You can practice with this the day of the presentation.
- STAT 10. Inject some humor if possible. Tell a brief anecdote if appropriate.
11. Have a "Dry Run" with your group/division/staff chief and/or the IMSS Planning Officer before the official "Dry Run" with the D/L.
- STAT 12. On the day of the official "Dry Run," arrive at [ ] Building about one hour early to allow time to insert your slides into the slide tray and run through them once and to test the sound level for your voice. (Be sure to number your slides in the order in which they are to appear in the tray.)
- STAT 13. Remember that you'll be making your presentation both days -- in the HQ Auditorium and in [ ]
14. For the actual presentations, arrive at least one hour early if you're bringing your slides, 30 minutes early if they're already in the tray.
15. Enjoy yourself. We're all "family."



25X1 25X1	ROOM 154, P&PD BUILDING	SECRET		COR		JOB NUMBER--	
<input type="checkbox"/> Finished intelligence.		CONTROL CHANNEL		CONTROL NUMBER		(Photo Branch)	
<input type="checkbox"/> Preparatory work in direct support of finished intelligence.		THIS DATE		SCHEDULED COMPLETION DATE			
<input checked="" type="checkbox"/> Administrative, regulatory, instructional, or other support item.		11 July 1988		DATE WORK REQUIRED		3 August 1988	
25X1 25X1 Form (see box *) <input type="checkbox"/> Other		SPECIAL		EXTENSION			
REQUESTER		MS APPROVAL SIGNATURE					
25X1 PLEASE INCLUDE SAMPLE WITH THIS ORDER		ORDERING OFFICE, STAFF, DIVISION BRANCH		FORM NUMBER		QUANTITY	
25X1		ROOM NO. - BUILDING		LOGISTICS CONTROL NUMBER			
NO COPIES REQD		FINISHED SIZE		NO ITEMS SENT P&PD		DISPOSITION OF ORIGINALS	
250		See attached		1		NEGATIVES OR MANUSCRIPT	
INCLUDING		MANUSCRIPT		<input checked="" type="checkbox"/> RETURN TO REQUESTER		DISTRIBUTION OF PRINTED MATERIAL	
NEGATIVES		POSITIVES		DESTROY		VIA MAIL & COURIER BRANCH	
CAMERA COPY		ORIGINAL ART		RETURN TO FILE (forms only)		PER FINISHED INSTRUCTIONS OR DISTRIBUTION LIST	
				<input checked="" type="checkbox"/> CALL FOR PICK-UP			
SPECIAL INSTRUCTIONS:							
<input type="checkbox"/> Dylux Check Copy Required Before Printing							

Please produce a pamphlet of the 28 July 1988 OL Quarterly Awards Ceremony - 3rd Quarter FY 1988.

Sample format is attached.

Photo prints and negatives will be sent from Photo Branch

25X1

COMPOSITION		FOR MAP & GRAPHIC USE				PRESS		X	BINDERY		X
<input type="checkbox"/> ETECS		IMAGE SIZE	X	TOP	BOTTOM	ONE SIDE		ASSEMBLED			
<input type="checkbox"/> TYPESET		REDUCE AB TO AC		LEFT	RIGHT	TWO SIDES		UNASSEMBLED			
<input type="checkbox"/> TYPESCRIPT		SAME				HEAD TO HEAD		FASTENED			
<input type="checkbox"/> SCRIPT REEL NO.		OTHER				TUMBLEHEAD		PUNCHED			
		PLATE NO.	COLOR	NUMBER	SCREEN NO.	PAPER		PADDED			
						KIND	COLOR	PERFORATED			
<input type="checkbox"/> EPIC						INK					
<input type="checkbox"/> GALLEY PROOFS						COLOR	NUMBER				
<input type="checkbox"/> PAGE PROOFS											
DELIVERY TICKET	JOB NO.	DELIVERY TICKET	JOB NO.	DELIVERY TICKET	JOB NO.						
NAME		NAME		NAME							
ROOM NO. & BLDG.		QUANTITY		ROOM NO. & BLDG.		QUANTITY		ROOM NO. & BLDG.		QUANTITY	
FORM 2-76 70		USE PREVIOUS EDITIONS		CLASSIFICATION							

Hold Copy - White / Return Copy - Canary / P&PD Planning Copy - Pink / Plant Work Ticket - Goldenrod








List of Slides for OL Quarterly - 3rd Qtr FY 88

1. Update on OL Activities - 3rd Quarter FY 88
2. Agency's Child Day Care Center (superimpose over appropriate graphic of dolls, balls, teddy bears, cribs, cradles, etc.)
3. FMD Activities - 3rd Qtr FY 88 (with graphics of ladders, hammers, paint buckets and brushes, etc.)
4. Memorial Day Weekend Move (with graphic of people moving tapes and equipment on dollies, etc.)
5. Schedule of Moves into the New Headquarters Building (highlight "(North Tower and center core area)" in yellow)

STAT

6. 
- 7.
- 8.

STAT

9. Additional  approved in FY 88 (with appropriate graphic)
10. New Canon Color Laser Copier in P&PG (make this a very colorful slide please, perhaps with a rainbow of colors extended across the slide)
11. P&PG printed unclassified World Factbook (with picture or illustration of World Factbook please)
12. *Meritorious* Outstanding Unit Citation (superimposed of "CONGRATULATIONS" in very bold print diagonally across the page)
13. Contract Officer Intern Program (superimpose of "COI" in large letters)
14. Question and Answer Session on MLF Career Subgroup (with picture or illustration of Facilities Management Career Handbook if possible)
15. One-Hour "Brown Bag" Lunch Sessions (superimpose over brown bag)
16. WANTED! Suggestions - Suggestions - Suggestions (superimpose this section of the slide over brightly lit light bulbs signifying ideas) AND (superimpose "Cash awards" section over large dollar signs)
17. Agenda for 28 July 1988
18. Agenda for 29 July 1988

ADMINISTRATIVE - INTERNAL USE ONLY



*not needed*

Transportation for the Handicapped

Specially equipped minibus

STAT

Contact the Motor Pool Branch

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As part of OL's efforts to be more responsive to transportation needs of handicapped employees, the Motor Pool Branch has made arrangements to lease, on an ad hoc basis, a specially equipped minibus. Components having a requirement for this bus should contact the Motor Pool

STAT

SECRET

Map Services Center Move - June 1988

From temporary location to


STAT



(GRAPHICS OF MOVING VANS, FILES, DESKS, CHAIRS, ETC.)

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STAT

The Map Services Center move to the new space   
Virginia, began on 13 June. Completion is expected by the end  
of June.

Price-Waterhouse

Real Estate Consultant

To assist in developing a fair and equitable lease

STAT



(SUPERIMPOSE OVER OFFICE BUILDINGS)

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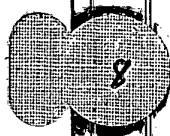
CONIF team members were awarded  
Exceptional Accomplishment Certificates  
for work efforts at the close of FY 87

(SUPERIMPOSE OVER SUITABLE GRAPHIC)

---

STAT More recently, during the period 1 April 1988 through 20  
June 1988, CONIF processed  contracts and  amendments  
based on the date that the record was recorded.





Update on OL Activities

3rd Quarter FY 88

---

Agency's Child Day Care Center

Construction should begin this summer

Situated on the Scattergood-Thorne tract

First enrollment will be through a lottery selection

Will accommodate 100 children from 3 months to 5 years old

(SUPERIMPOSE OVER APPROPRIATE GRAPHIC - DOLLS, BALLS, TEDDY BEARS, CRIBS, CRADLES, ETC.)

---

The Harry E. Fitzwater Children's Center has been funded.  
By late summer, you should see new construction in progress just west of the main entrance gate, bordering the South parking lot.

CONFIDENTIAL

## FMD Activities - 3rd Qtr FY' 88

25X1 Project Officers are monitoring

OHB & NHB renovation, repair, maintenance  
and construction - approximately 367,000 sq. ft.

(GRAPHICS OF LADDERS, HAMMERS, PAINT BUCKETS, ETC.)

---

## Memorial Day Weekend Move

25X1

BSB Crew Moved  from OHB to NHB

69,000 tapes and 260 pieces of equipment

Weight: in excess of 42,000 lbs.

(GRAPHIC OF PEOPLE MOVING TAPES AND EQUIPMENT ON DOLLIES, ETC.)

---

Due to superb coordination and team effort by the BSB crew, the move of the Ruffing Center from the Original Headquarters Building to the New Headquarters Building during Memorial Day weekend went smoothly.

Schedule of moves into the New Headquarters Building  
(North Tower and center core area)

OTS - July  
OSWR - August  
OEA - September  
NESA - September  
MPSS - September  
OIT - November/December

Portions of some DA support components will move in October.

During 1989 components will be moved into the remainder  
of the center core area and South Tower.

(Highlight "(North Tower and center core area)" in yellow)

---

The first components into the remainder of the center core area and South Tower will be the Office of the Inspector General and the Office of the General Counsel. The last components to move into NHB will be portions of the DA's Office of Personnel, Office of Security, and Office of Logistics.

SECRET

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Next 2 Page(s) In Document Denied

25X1

Additional  approved in FY 88

for P&PG's Copier Management Program

means continued cost effectiveness and responsiveness

(WITH APPROPRIATE GRAPHIC)

---



### New Canon Color Laser Copier in P&PG

- Expedited turnaround for customers
- Eased priority workload of the Color Section
- Generated more than 6,000 prints in four weeks
- Attracted new customers to P&PG

(Make this a very colorful slide, perhaps with a rainbow of colors extended across the slide)

---

A Canon Color Laser Copier was placed in service in P&PG during the 3rd Qtr FY 88. Satisfied customers have come from all Agency components and the intelligence community. Some products have been delivered to the White House.

P&PG printed unclassified World Factbook

25,102 copies used 36 rolls of 35-inch paper

(paper is roughly equivalent to 189 miles)

300 pages of text

13 full color maps

(WITH PICTURE OF WORLD FACTBOOK)

---

The amount of paper used would stretch from Washington, DC  
to Pittsburgh, Pennsylvania.

Outstanding Unit Citation

Printing and Photography Group

The first ever bestowed on P&PG

(SUPERIMPOSED OVER "CONGRATULATIONS!" IN BOLD PRINT DIAGONALLY  
ACROSS THE PAGE.)

---

P&PG was honored during the 3rd Qtr FY 88 with an Outstanding Unit Citation, the first one ever bestowed on P&PG and a richly deserved award.

The citation was in recognition of P&PG's performance during the period 1 February 1987 through 15 August 1987. P&PG employees not only carried out their normal responsibilities in a truly professional fashion, but many also served with distinction on the OL Flying Squad, which, in fact, originated in P&PG. These volunteers carried out critical assignments throughout the world, performing tasks outside their respective tradecrafts. Without this outstanding effort, OL could not have supported critical Agency projects.

In spite of the absence from the P&PG work force of employees serving on the Flying Squad, those staying behind shouldered the additional workload and met increased production requirements during the period.

Contract Officer Intern Program

Completed in June 1988

STAT



(SUPERIMPOSE OVER "COI" IN LARGE LETTERS)

---

Certificates of Achievement, along with the Contract Officer Certificates of Appointment, were presented to the four contract officers who successfully completed the Contract Officer Intern Program. Among the many stringent requirements of the program are completion of 13 required internal and external training courses and completion of two on-the-job assignments as a contract officer.

Question and Answer Session on

MLF Career Subgroup

6 July 1988 from 1500 to 1700 hours

Room 3E14 Headquarters

\*\*\*\*\*

Facilities Management Career Handbook published in May 1988

(PICTURE OF FACILITIES MANAGEMENT CAREER HANDBOOK)

---

STAT This session is open to all interested parties. If you need  
STAT any additional information, you may contact  on

STAT OL published a Facilities Management Career Handbook in May  
STAT 1988. It outlines training experience necessary for career  
STAT progression in the facilities management field. For a copy,  
STAT contact  P&TS, on   
STAT or , Facilities Management Division,   
STAT

One-Hour "Brown Bag" Lunch Sessions

6-10 June and 13-16 June

Conducted by Chief, Operations Support Branch

Cable reading, writing, and understanding

18 students successfully completed the workshops

(SUPERIMPOSE OVER LARGE BROWN BAG)

---

WANTED!

Suggestions - Suggestions - Suggestions

- Increase OL efficiency
- Reduce bureaucracy
- Streamline functions

\*\*\*\*\*

Cash awards will range from \$200 to \$1,000

Notations will be made in PARs

(Superimpose "WANTED," section over brightly lit light bulbs signifying ideas) AND (superimpose "Cash awards" section over large dollar signs)

---





Agenda

OL Quarterly - 3rd Quarter FY 88

Thursday, 28 July 1988 - 10 a.m. - Headquarters Auditorium

Introduction

John M. Ray, D/L

Presentation of OL Employee of the  
Quarter Awards

R. M. Huffstutler, DDA

25X1  
25X1

Receiving Section and Recent Actions  
to Reduce the Backlog

OL/SD

Co-Op Program in OL

OL/ACG

Removal of Asbestos from External  
Buildings (especially Key Building)

OL/RECD

25X1

A Video Tour of the New Headquarters  
Building

OL/FMD

25X1

Practical Impact of CLAS Packages Coming  
On-line 1 October 1988

OL/IMSS

Personnel Highlights

OL/P&TS

25X1

CONFIDENTIAL

Agenda

OL Quarterly - 3rd Quarter FY 88

25X1 Friday, 29 July 1988 - 10 a.m.

Introduction John M. Ray, D/L

25X1 Receiving Section and Recent Actions to Reduce the Backlog OL/SD

25X1 Co-Op Program in OL OL/ACG

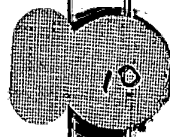
Removal of Asbestos from External Buildings (especially Key Building) OL/RECD

25X1 A Video Tour of the New Headquarters Building OL/FMD

Practical Impact of CLAS Packages Coming On-line 1 October 1988 OL/IMSS

Personnel Highlights OL/P&TS

25X1



## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics Quarterly - 28/29 July 1988

FROM:

OL/IMSS

EXTENSION

NO.

DATE

12 July 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/IMSS/OL

2. D/L

3. C/IMSS/OL

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Signature please

*To Lutz, OC/OC/ISC on  
14 July for distribution  
mcb*

*OL/IMSS  
Office*

14 JUL 1988

MEMORANDUM FOR: All OL Employees

FROM: John M. Ray  
Director of Logistics

SUBJECT: Office of Logistics Quarterly -  
Thursday, 28 July 1988 - Headquarters Auditorium  
Friday, 29 July 1988 [redacted]

1. You are invited to attend the next OL Quarterly scheduled for 1000 hours, Thursday, 28 July, in the Headquarters Auditorium. Buses to the Headquarters Compound will leave from [redacted] at 0900 hours and from [redacted] Building at 0915 hours. Please see the attached agenda for the speakers and topics. [redacted]

2. Please call in the number of attendees by COB 27 July to Brenda, Dawna, or Marie [redacted] (secure). Those who will not be able to attend the quarterly at Headquarters are encouraged to attend the session held in Room [redacted] on Friday, 29 July, at 1000 hours. [redacted]

3. These quarterlies are one of our most valuable means of communicating what OL is doing and who's doing it, and we're constantly trying to make the presentations more interesting as well as informative. Your constructive feedback is always appreciated. [redacted]

John M. Ray

Attachment

SUBJECT: Office of Logistics Quarterly -  
Thursday, 28 July 1988 - Headquarters Auditorium  
Friday, 29 July 1988 [redacted]

25X1

Distribution:

- All OL Employees, w/att
- 1 - OL Files, w/att
- ~~1~~ - OL/IMSS Official, w/att
- 1 - OL/IMSS Chrono, w/att

25X1

OL/IMSS [redacted] (12 Jul 88)

Agenda

OL Quarterly - 3rd Quarter FY 88

Thursday, 28 July 1988 - 10 a.m. - Headquarters Auditorium

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John M. Ray, D/L

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R. M. Huffstutler, DDA

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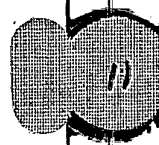
OL/P&TS

On Friday, 29 July 1988, the above presentations will be made at 1000  
hours

WARNING NOTICE  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED

CL BY 0105360  
DECL OADR  
DRV FM COV 1-82

CONFIDENTIAL





15 July 1988

MEMORANDUM FOR: ~~Director of Medical Services~~  
Chief, Safety Division, OMS

FROM: John M. Ray  
Director of Logistics

SUBJECT: Invitation to Attend OL Quarterly Presentations

25X1 1. You are cordially invited to attend the next Office of Logistics Quarterly at 1000 hours on Thursday, 28 July 1988, at Headquarters auditorium. A copy of the agenda is attached. We believe that the topic of the third speaker will be of particular interest to you.  Real Estate and Construction Division, OL, will give a presentation on "Removal of Asbestos from External Buildings (especially Key Building)."

25X1 2. The program will begin with awards being presented by Mr. Huffstutler to the OL Employees of the Quarter, and each speaker's presentation will take about ten minutes. You are welcome to attend all or any part of the program on Thursday or the repeat of the speakers' portion at 1000 hours on Friday, 29 July 1988,

John M. Ray

Attachment

Unclassified when separated  
from CONFIDENTIAL attachment

OL 4078-88

CONFIDENTIAL

OL/IMSS  
Official

SUBJECT: Invitation to Attend OL Quarterly Presentations

Distribution:

- 1 - Each Addressee, w/att
- 1 - OL Files, w/att
- ~~1~~ - OL/IMSS/Official, w/att
- 1 - OL/IMSS Chrono, w/o att

25X1

OL/IMSS:  (15 Jul 88)

Agenda

OL Quarterly - 3rd Quarter FY 88

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R. M. Huffstutler, DDA

25X1  
25X1 Receiving Section and Recent Actions  
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